



May 10, 2006

**TO:** Transportation Authority of Marin Commissioners

**FROM:** Dianne Steinhauser, Executive Director

**RE:** Fiscal Year 2006-07 Workplan, Agenda Item 8

### **Executive Summary**

Over the past year, the Transportation Authority of Marin has been working towards the establishment of the agency as a distinct organization managing transportation in Marin County. With the unique role of managing the ½ cent sales tax for transportation in Marin County coupled with Congestion Management Agency responsibilities, TAM's duties are diverse, with funding management being a distinct priority. TAM has performed its roles with a historical set of staff from Marin County Public Works, as well as a comprehensive team of consultants. Going into Fiscal Year 2006-07, TAM looks forward to having onboard its own core team of staff, and an office location of its own as well. With County Public Works staff continuing to support TAM but in a reduced fashion in the next fiscal year, and with a revised contract for consultant support in program and project management oversight, TAM staff predict a smooth transition to an independent agency.

This transition is critical given the depth and consistency of TAM's workload. In the areas of planning, programming, financial management, and project delivery, TAM continues to serve the needs of transportation in Marin. These needs are exhibited in the attached workload summaries, and enumerated below. On a quarterly basis, TAM's Executive Director and key staff will summarize activity for the previous quarter, in order to keep the Board apprised of milestone goals being met. TAM staff will also update the workplan as new work elements present themselves, also reported in the quarterly reports. Overall, the workplan guides TAM's direction in the coming year, and highlights key activity for the Board and the public.

**Recommendation: TAM staff seek input from the Executive Committee on the Fiscal Year 2006-07 Workplan, and recognition that the plan will receive minor adjustments authorized by the Executive Director during the course of the year. TAM staff will present the FY2006-07 Workplan to the full Board for approval.**

As TAM enters Fiscal Year 2006-07, its duties as the Sales Tax Authority and the Congestion Management Agency will continue. New staff will transition into key positions in Programming, Planning, Financial Management, and Project Delivery. Since workload far exceeds the 5 staff positions approved, TAM will retain the services of County Public Works staff, a reduced number of staff from previous years, and TAM will retain the use of experienced consultants, who will fill in the gaps in workload. New staff will work with the Executive Director to determine how best to address ongoing staffing needs in the future.

TAM's Executive Director highlights here some of the more critical upcoming workload elements for Fiscal Year 2006-07. The attached summaries by functional array more fully exhibit that workload. TAM's Executive Director and key staff will provide quarterly status reports on key milestones being met, the status of ongoing activities, and any substantial changes to the workplan, particularly additions. TAM's goal of retaining a modest consultant support team will allow TAM to respond to the ebb and flow of workload, particularly responding to new work elements. Highlights of activity that your Executive Director will pay particular attention to are as follows:

### **Measure A**

Upcoming in FY2006-07, TAM will be allocating a significantly increased amount of funds to projects, and entering commercial debt for the first time to fund the Highway 101 Gap Closure project. Staff and the consultant design team from Nolte will complete design of the Puerto Suello Hill bikepath and soundwall, and oversee the incorporation of that design into the highway project. The Puerto Suello Hill project will be advertised and start construction in early 2007. Measure A funds will continue to support MCTD transit activities as well as the Safe Routes to School Program.

Beginning in FY 2006-07: the Crossing Guard Program will be implemented for the Fall 2006 start of school. Also beginning in FY 2006-07, TAM will be making Local Infrastructure funds available to all of the 11 local jurisdictions as well as the County. TAM will also be making funds available for Major Roads projects, primarily support funds, with 1 capital project on 4<sup>th</sup> St. in San Rafael likely beginning construction late Spring 2007.

TAM will be continuing and expanding its financial management responsibilities for sales tax as well as other funds under its control. Fully engaging in the SAP/MERIT system in cooperation with County staff, TAM will have at its disposal new tools and more detailed tracking capabilities for its fund sources.

TAM will be an active partner to MCTD in establishing opportunities for transit funding through federal and state sources, and implementation of MCTD capital projects.

### **Regional Measure 2**

Upon the successful hiring of a consultant team for the further technical development and environmental review of multi-modal options in the Greenbrae Corridor, TAM hopes to complete by June 2006 the early phase of work planned for the corridor. This early phase will assess future travel needs in the corridor, and look at operationally sound options for addressing those needs. At the end of this early phase, TAM will be considering a list of improvements for funding prioritization. It is envisioned that consensus getting in this early phase will help streamline the environmental documentation that will follow.

Also envisioned in FY 2006-07 will be the completion of the East Sir Francis Drake Boulevard improvements, that will serve to lessen traffic congestion in the Larkspur Landing area.

Finally, work is progressing towards completion on the CalPark Hill tunnel improvements for bicycle and pedestrian access between San Rafael and Larkspur Landing. This project will complete design and be advertised for construction in the next fiscal year.

### **Congestion Management Agency**

The duties of TAM as the CMA continue to grow, with the adoption of the Metropolitan Transportation Commission's (MTC's), Strategic Plan indicating more functions traditionally held by MTC being passed down to the CMA's. TAM will continue to manage the programming of a number of fund sources, including TDA Article 3, TFCA 40% funds, RTIP and ITIP, County TE , County Bike/Ped, County TLC/HIP, federal Local Street and Road rehab funds, and federal earmarks. Developing viable candidates for some of these programs will be done in cooperation with planning efforts starting for the County Non-Motorized Transportation pilot. With the advent of more stringent timelines on the use of these funds, particularly the federal funds, TAM will continue to work with local sponsors to assure funds are not lost.

TAM will be considering the Draft EIS/EIR for the Marin-Sonoma Narrows in FY 2006-07. An extensive effort of value engineering to capture cost savings will be underway early in the fiscal year. The project will proceed to design after environmental clearance scheduled for late 2007. The project will be built in phases.

Planning activities abound for TAM as the CMA in the next Fiscal Year. In early 2007, TAM will begin the process to update the 2005 Congestion Management Plan, an update being required under State Law every two years. TAM staff would also like to introduce the Board to an option for expanding on congestion information coming out of the CMP plan and further developing congestion reduction strategies, particularly for east/west access through Marin and into the Highway 101 and 580 corridors. TAM will continue to assess the affect of local General Plan amendments as well as other substantial development on the road network, addressing any inconsistencies with the CMP.

TAM foresees completion of the Community Based Transportation Plan for the San Rafael Canal Neighborhood, and substantial activity beginning for the Marin City CBTP. Once the Marin City CBTP is substantially complete, Lifeline Transportation funds for ensuing capital improvements will be made available to these two communities.

In late Fall , TAM will be finalizing its TOD/Ped toolkit and Parking Management Study, heralding the completion of a multi-year cooperative effort under TAM's TPLUS Advisory Committee to define options and an array of activities local jurisdictions can choose to pursue for better coordination of transportation and land use.

Activity will continue in updating Bike Plans for the County plus the cities/towns through a TDA funded TAM contract. The next fiscal year will see substantial completion of plan updates for the County and the City of Novato.

Activity will continue next year on a number of MTC driven planning activities, for which TAM, as CMA, has a participatory role. TAM will continue as a partner to MTC, ABAG, SMART, and SCTA in looking at SMART planned station site locations and determining existing land use, as well as opportunities for more densified housing. TAM will participate with MTC and the 8 other CMA's in considering modeling protocol changes for upcoming CMP's and the RTP update; on updates to the 511 network of information; on the regional Rideshare program and the North Bay activities of that program; on the ABAG Vision process; on MTC's RM2 Regional Rail study; and on policy development activities around the next RTP update.

### **Legislative Coordination**

It is the goal of TAM to participate actively in the ongoing legislative discussions over transportation revenue increases, both protection of Prop 42 and the implementation of bonds. Since adoption by the TAM Board of legislative goals for the transportation revenue discussions, TAM staff will continue to actively participate in statewide discussions on the issue.

TAM has struggled to keep up with other key state legislation around transportation and land use. To serve TAM better, a state legislative advocacy consultant will be brought onboard in the early part of the Fiscal Year to assist in monitoring legislation, and make recommendations to TAM on the impacts of various legislation to TAM and its programs. This will better enable TAM to keep up with a historically high level of legislative activity around transportation.

TAM will continue its active role in statewide forums that may have a potential impact on its functions as a CMA and Sales Tax Authority, including the Self-Help County Coalition and the Coalition of California Councils of Government (CALCOG).

TAM rounds out its activity next year with a continuation of its set-up activities, particularly the training of new staff and moving into a new office location. TAM will look towards an agency retreat in early Fall 2006 to discuss its structure and operations, and address key issues in the upcoming year.

**Recommendation: TAM staff seek input from the Executive Committee on the Fiscal Year 2006-07 Workplan, and recognition that the plan will receive minor adjustments authorized by the Executive Director during the course of the year. TAM will present the FY2006-07 Workplan to the full Board for approval.**

Attachments: Workplan-Project Delivery  
Workplan Programming  
Workplan Planning  
Workplan Financial Management

Ref #	Project Delivery Workplan for FY 2006-07	Level of responsibility	Milestone Achieved	Delivery Expected			
				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
1	Deliver Hwy 101 Bike/Ped & Soundwall project at Puerto Suello hill	Manage/Deliver product	Advertise project	x			
2	Hwy 101 HOV Gap Closure construction oversight	Manage/Deliver product	Ongoing resolution of construction issues/minimize cost to TAM	x	x	x	x
3	Hwy 101 HOV Gap Closure: manage public outreach / consultant contract	Manage/Deliver product	Ongoing coordination with elected's, businesses,residents, travelling public	x	x	x	x
4	Hwy 101 HOV Gap Closure: Respond to public and media inquiries	Manage/Deliver product	Ongoing information sharing on construction events and traffic sequencing	x	x	x	x
5	Measure A: Manage TAC Major Roads role in providing input to project scope	Manage/Deliver product	Complete scope approval process through local agency, TAC and TAM		x	x	
6	Measure A: finalize Major Road projects;track local approval / resolve issues	Manage/Deliver product	TAM adoption of Measure A Major Road project scope,costs, and schedules	x	x		
7	Measure A: assure Measure A funds spent to deliver approved project scope	Manage/Deliver product	Ongoing monitoring of projects through Environmental, design,and construction	x	x	x	x
8	Measure A: Manage implementation of Safe Pathways projects	Manage/Deliver product	Finalize scoping of projects, approval thru TAM, coordinating with local agency on implementation		x		
9	Manage Project Management Oversight (PMO) Contract- TAM	Manage/Deliver product	Implement consultant support for peak workload		x		
10	Develop and Manage Project Delivery Support Oncall Contract- Locals	Manage/Deliver product	Complete consultant selection, finalize local procedures and draft agreement, enable local agency usage		x		
11	Provide federal-aid delivery support to sponsors for all CMA funded programs	Manage/Deliver product	Conduct project delivery workshop, assure FFY 06 andf 07 milestones met, assure no federal funds are lost	x	x	x	x
12	Provide delivery support to sponsors for other TAM programs: TFCA, TDA	Manage/Deliver product	Assure delivery of TFCA projects, assure all TFCA funds are utilized; assure delivery of TDA projects	x	x	x	x
13	Manage the RM2 program in Greenbrae Corridor- Hwy 101 and 580 improvements	Manage/Deliver product	Complete Task Order 1, manage consensus process, identify discrete projects, begin environmental document				x
14	Manage the RM2 program in Greenbrae Corridor - East Sir Francis Drake	Manage/Deliver product	Complete roadway improvements	x			
15	Manage the RM2 program in Greenbrae Corridor - Cal Park Hill Multi-Use Pathway	Manage/Deliver product	Complete Design, Advertise Project		x	x	
16	Manage the RM2 program in Greenbrae Corridor - Central Marin Ferry Connection	Manage/Deliver product	Complete Task Order 1, manage consensus process, begin environmental document work				x
17	Oversee Marin Sonoma Narrows environmental and project design delivery	Manage/Deliver product	Complete funding and phasing determination, assure broad circulation of Draft EIS/EIR, select preferred				x
18	Manage Disadvantaged Enterprise Program (DBE)	Manage/Deliver product	Update TAM DBE program for FFY 06-07		x		
19	Assist local agencies to resolve issues on local projects involving Caltrans	Manage	Ongoing support of delivery of federal aid projects	x	x	x	x
20	Collect annual road survey data from streets and town for MTC	Manage	Annual submittal of 13 surveys		x		
21	Assist communication betw Caltrans & community re:maintenance/ SHOPP projects	Manage	Update TAM Board and Local Agencies on adopted 2006 SHOPP- monitor delivery of SHOPP projects	x	x	x	x
22	Participate in regional committees related to project delivery	Coordinate	Monitor federal, state, and regional project delivery requirements, work withy localsd to assure delivery	x	x	x	x

Ref #	Programming- Workplan for Fiscal Year 2006-07	Level of Responsibility	Milestone Achieved	Delivery Expected			
				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
1	Finalize funding agreements with MTC and Caltrans on swaps	Manage/Deliver product	MTC adopts swap strategy for TEA and STP/CMAQ funds, allowing obligation to	x			
2	Manage Measure A application/allocation/ and funding agreement process	Manage/Deliver Product	Process requests for funds thru TAM Board, finalize local sponsor agmnts	x	x		
3	Monitor delivery of Measure A programs & projects/ assure adher. to Stratgeic Plan policies	Manage/Deliver Product	Assure delivery of prior phase work when funds requested	x	x	x	x
4	RTIP : respond to state budget or CTC Allocation Plan policies/ apply for fund allocations	Manage/Deliver Product	Apply for STIP funds for Hwy 101, coordinate with MCTD for PTA funds	x			
5	RTIP : manage Call for Projects for 2008 STIP cycle/ recommend programming to MTC	Manage/Deliver product	Begin call for projects for 2008 STIP				x
6	County TE Program: manage Call for Projects and programming action	Manage/Deliver Product	Begin call for projects for 2008 STIP				x
7	BAAQMD-40% TFCA funds: Manage Call for Projects, programming action	Manage/Deliver product	Conduct Call for Projects, adopt program of projects, process billings		x	x	
8	Manage County portion of regional bike/ped: Call for Projects, advisory committee input	Manage/Deliver product	TAM board adoption of program of projects for County Bike/ped		x		
9	Manage TDA Article 3	Manage/Deliver product	TAM board adoption of program of projects		x		
10	Track and respond to new or revised delivery requirements on fund sources	Manage/Deliver Product	Ongoing changes in fed fund reqts; react to State legisla. such as GO bond	x	x	x	x
11	TLC/HIP- coordinate with sponsors to assure SB 45 and AB 1012 deadlines are met	Manage/Deliver Product	Ongoing representation of local sponsors activity/resolve issues	x	x	x	x
12	Manage use of federal earmarks coming to TAM- program/obligate/track expenditures	Manage/Deliver Product	Startup of activity by TAM on Marin Sonoma Narrows	x			
13	STP Local Streets and Roads Rehab- assure sponsors meet AB1012 requirements	Manage/Deliver Product	Ongoing representation of local sponsors activity/resolve issues	x	x	x	x
14	Amend Revenue and Expenditure element of Strategic Plan	Manage/Deliver Product	Update to R&E elemnt by FY 2007-08 allocation cycle				x
15	Program RM2 funds	Manage/Deliver Product	Meet RM2 1/4'ly reporting reqts, update MTC IPR as needed/ req. funds	x	x	x	x
16	Manage website information	Manage/Deliver product	Ongoing updates to Website info / format adjustments as needed	x	x	x	x
17	Track new initiatives from SAFETEA-LU and MTC such as New Freedom, Small Starts	Coordination	Ongoing Board rpts on development of regs/procedures and oppy's for TAM	x	x	x	x
18	Manage monitoring and reporting requirements from granting agencies	Manage/Deliver product	Manage misc reporting reqts as needed (TFCA, STP local roads,	x	x	x	x
19	Prepare federal fund requests as needed	Manage/Deliver product	Ongoing, for fed funds coming to TAM, such as earmarks, CMAQ for Hwy 101	x	x	x	x
20	Prepare TIP amendments and updates	Manage/Deliver product	Ongoing mgmnt of TAM needs & coord.w/ local sponsors in Marin on TIP	x	x	x	x
21	Announce/support/coordinate local agency grant subm. to statewide & regional programs	Oversight/Coordination	Assist with ongoing grant oppy's, seeking out candidates & supporting	x	x	x	x
22	Track legislation affecting funding ; react appropriately	Oversight/Coordination	Work w/TAM and County legislative outreach on issue of concern to TAM	x	x	x	x
23	Participate in statewide & regional committees related to programming	Coordination	Ongoing coordination within region and with fellow CMA's	x	x	x	x

Ref #	Planning Workload for FY 2006-07	Level of Responsibility	Milestone Achieved	Delivery Expected			
				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
1	Community Based Transportation Plans: San Rafael's Canal Neighborhood	Manage/Deliver product	Complete Plan/Adopt by City & TAM		x		
2	Community Based Transportation Plans: Marin City	Manage/Deliver product	Ongoing outreach & development of draft plan	x	x	x	x
3	Lifeline: Manage Lifeline Capital Call for Projects; coordinate with CBTP's	Manage/Deliver product	Adopt program of projects		x		
4	Manage TLC/HIP Program:	Manage/Deliver product	Ongoing design review w/MTC, respond to scope & cost changes	x	x	x	
5	Manage TLC/HIP Program: Call for Projects for TLC Fall 06 for unused HIP funds	Manage/Deliver product	Adopt program of projects			x	
6	Manage TPLUS Advisory Committee & TOD/Ped toolkit completion	Manage/Deliver product	Advise on TOD/Ped toolkit		x		
7	TOD/Ped Toolkit finalization, including Parking Management Study & Coordination with MTC's Parking Study	Manage/Deliver product	TAM adoption of final toolkit/ make available to locals/educate on options		x		
8	Bicycle and Ped plans: manage completion of bike plan updates ; manage contract with Alta(3yrs)	Manage/Deliver product	For FY 2006-07 , complete plan updates for County & Novato				x
9	Actively participate in County's Nonmotorized Transportation pilot program	Coordination	Protect TAM's interests in planning & implem. of County Non-motorized prog.	x	x	x	
10	Congestion Management Plan : perform traffic counts for updating CMP in 2007	Manage/Deliver product	Completion of counts for inputting into updated CMP in 2007		x		
11	Congestion Management Plan: develop CMP scope for 2008 CMP; hire consultant/manage contract	Manage/Deliver product	Finalize scope through TAM in January 2007, bring consultant team onboard			x	
12	Develop concepts and funding options for countywide transportation plan	Manage/Deliver product	Bring consensus options and funding plan to TAM Board		x		
13	Assess impacts to land use changes for major projects on CMP- perform required transportation modeling	Manage/Deliver product	Ongoing impact analysis	x	x	x	x
14	General Plans: participate in updates / run Marin traffic model as necessary	Manage/Deliver product	Ongoing impact analysis	x	x	x	x
15	Manage Measure A Safe Routes to School program: Parisi Contract for SR2S and Safe Pathways	Manage/Deliver product	Continue SR2S program in Marin County Schools	x	x	x	x
16	Manage Measure A Safe Routes to School program: Crossing Guard contract	Manage/Deliver product	Implement Crossing Guard Program	x			
17	Station Area Plans: coordinate with MTC, SCTA, and SMART on MTC mandated station TOD evaluation	Manage/Deliver product	Coord. w/ MTC to deliver extg conditions report & oppy's for densification			x	
18	SMART- coordinate with SMART on finalizing EIR	Coordination	Assure impacts to TAM adequately addressed in Final EIR	x			
19	MTC's RTP- participate/track MTC RTP discussions starting Summer 2006	Coordination	Ongoing coord. re: update to MTC RTP, T-2030	x	x	x	x
20	MTC's Corridor Study for 101	Advise	Study will be a basis for policies in the next RTP	x	x	x	x
21	MTC's TLC/HIP: coordinate applications from Marin County for Regional TLC/HIP program	Manage/Deliver product	Assure quality candidates from Marin County's jurisdictions	x			
22	Participate in Marin/Sonoma task force regarding 511 and commute alternatives	Manage/Deliver product	Assure Marin County needs met, i.e., constr impacts, inclu. of local networks	x	x		
23	Develop approach for 2008 Strategic Plan	Manage/Deliver product	Reach consensus on any new elements to Strategic Plan process and document				x
24	MCTD SRTP and service delivery: provide coordination with MCTD on delivery strategies	Oversight/Coordination	Monitor MCTD 's implem. of SRTP/ seek fund sources for transit needs in Marin	x	x	x	x
25	Manage CEQA review for TAM	Manage/Deliver product	Ongoing review per intergovernmental agency role under CEQA	x	x	x	x
26	Presentations to interest groups about TAM	Manage/Deliver product	Ongoing education of advocacy and public on transpo/land use issues	x	x	x	x
27	Develop project initiation documents for new projects, manage special studies	Manage/Deliver product	Coord. w/ Caltrans on PSR oppys / Coord w/MTC on Hwy 101 Corr. Analysis		x	x	
28	Manage website and other public information	Manage/Deliver product	Ongoing updates to Website info / format adjustments as needed	x	x	x	x
29	Track new initiatives from SAFETEA-LU and MTC such as New Freedom, Small Starts, SR2S	Coordination	Ongoing Board rpts on development of regs/procedures and oppy's for TAM	x	x	x	x
30	Manage TAM Annual Report preparation	Manage/Deliver product	Prepared on a calendar year basis		x	x	
31	Serve as an advisor to the Executive Director on planning/policy issues	Advise	Ongoing interaction with ED	x	x	x	x
32	Coordinate with regional, county and special district representatives	Advise	Ongoing coord. on issues as they arise	x	x	x	x
33	Coordinate programs that support land use and transportation connections	Advise	Ongoing coord. with MTC and fellow CMA's	x	x	x	x
34	Monitor state and federal legislation regarding transportation/land use	Advise	Ongoing Board rpts on development of regs/procedures and oppy's for TAM	x	x	x	x
35	Participate in statewide & regional committees related to transportation planning	Advise	Ongoing participation as oppy's arise	x	x	x	x
36	Monitor large transpo projects by other agencies:i.e.Rich- San Rafael Brgd, Doyle Drive, GGNRA Plng	Coordination	Assure TAM concerns adequately addressed	x	x	x	x

Ref #	Financial Management Workplan for FY 2006-07			Delivery Expected			
		Level of Responsibility	Milestone Achieved	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
1	Coordinate with County on the management of financial accounting system	Manage/Deliver product	Ongoing coopera. & proper handling of TAM accounts	x	x	x	x
2	Operate under County's SAP/MERIT system; compl. training /oversee TAM staff use	Manage/Deliver product	Learn the SAP/MERIT syst., opera. under it w/ no glitches	x	x		
3	Refine TAM tracking system of revenues and expenditures/ attend to coding system	Manage/Deliver product	Refine off-ledger acctg so exact info available on rev's/exp's	x	x		
4	Respond in a timely manner to financial issues	Manage/Deliver product	Successful reso. of issues, protecting TAM's interests	x	x	x	x
5	Rpt regularly to Board and Ex Comm., Citizen's Oversight Committee, others as needed	Manage/Deliver product	Quarterly Rpts to Board and reports to COC as-needed	x	x	x	x
6	Develop revisions to FY 2006-07 budget as needed, prepare FY 2007-08 budget	Manage/Deliver product	Mid-year budg.rev. at a min., FY08 budget in Apr. 07		x	x	
7	Manage Coop Agreemnts (caltrans), and other interagency agreements as necessary	Manage/Deliver product	Caltrans Coop - Gap Clo&Poss. Caltrans Coop on Narrows	x			x
8	Finalize procurement of office equip., supplies and furniture for new office location	Manage/Deliver product	Move-in to new office in August/September	x			
9	Coord. FY 2005-06 audit of County's TAM accounting activity & OC inde. audit of TAM	Manage/Deliver product	Successful audits including addressing of any issues		x	x	
10	Finalize into TAM Personnel Manual personnel policies, benefits, operating proce., etc.	Manage/Deliver product	Completion of TAM Personnel Manual			x	x
11	Manage necessary consultant support for financial management	Manage/Deliver product	On-call financial support for work peaks & unique support	x	x	x	x
12	Manage debt financing, including Financial Advisor team, bond counsel, underwriter resp.	Manage/Deliver product	Successful Debt Vehicle in place for Hwy 101 Gap Clo				x